



DOD EMAIL UPDATE

**NAVFAC/USMC E2E
PROCUREMENT CONFERENCE 6-8
NOVEMBER 2007**

Presented by: Freda Reilly

OUTLINE

- **DOD EMAIL OVERVIEW**
- **DOD EMAIL ADVANTAGES**
- **SAMPLE DOD EMAIL ORDER**
- **NAVFAC ATLANTIC DEPLOYED CONTRACTS**
- **QUESTIONS?**



DOD EMAIL OVERVIEW

- **DOD EMAIL (EMAIL) is an on-line ordering tool maintained by the Defense Logistics Agency (DLA) at www.email.dla.mil**
- **EMAIL is NAVFAC's required ordering method for IDIQ Facility Support Contract (FSC) Services < \$100K**
- **NAVFAC has approximately 200 FSCs posted on EMAIL**
- **Common FSCs are Grounds, Janitorial, Refuse Collection, Snow Removal, Environmental Sampling, etc.**
- **Supported Commands & NAVFAC may order pre-priced IDIQ line items using a Government Purchase Card as a method of payment**



DOD EMAIL ADVANTAGES

- **Facilitates fast and easy direct ordering online at www.email.dla.mil**
- **Eliminates rotating sources and obtaining quotes**
- **NAVFAC contracts on have been competed or negotiated**
- **NAVFAC Contracting Officer's have determined pricing as "fair and reasonable"**
- **Provides an audit trail for cardholders**
- **Contractor provides cardholder with receipt for each order**



DOD EMAIL ADVANTAGES

- **NAVFAC Contracts listed on DOD EMAIL by DODAAC**
- **NAVFAC Permission required to obtain access via letter to DLA**
- **Permission granted by local NAVFAC EMAIL Coordinators**
- **NAVFAC Contracts contain contract clauses, terms, warranties, local base requirements, and restrictions protecting purchases vs. open market transactions**
- **EMAIL encrypted orders ensures secure purchase card transactions**
- **Allow Contractor and Government to update order status**



SAMPLE DOD EMAIL ORDER

Text Viewer

-----BEGIN PGP SIGNED MESSAGE-----

DELIVERY ORDER TO:
NAVFAC Janitorial Template
1322 Patterson Ave. SE
Suite 1000
Washington, D.C., DC
20374
USA

ATTENTION:

703-653-7676 (Voice)

VENDOR CAGE CODE:

TRANSMITTED ELECTRONICALLY TO siransy@us.ibm.com

ORDER NUMBER:
DEMO0032905

CUSTOMER SHOPPING NUMBER:
DEMO0000001242

CUSTOMER:
Department of Defense Activity Code N62742
Pasion, Steven
EMAIL Address: steve.pasion@navy.mil
Voice: (808) 474-6317
Fax: <Not Provided>
Department: DoD
Service/Agency: Navy
Major Command: Naval Facilities Engineering Command

PLACE OF PERFORMANCE:
ADDRESS 24
1234 ANYWHERE STREET

PEARL HARBOR, HI
96860
USA

SHIP VIA:
GROUND

PAYMENT METHOD:
IMPAC 4111 1111 1111 1111
Expires: 4/2005
Name as it appears on card: S PASION

BILLING ADDRESS:
258 MAKALAPA DR STE 100
PEARL HARBOR, HI
968603134
USA

** NOTE: Key Data Elements

1. Supplier Order Number
2. Orderer Name, Telephone and Email
3. Place of Performance Address and Point of Contact
4. Purchase Card (Credit Card) Number, Expiration Date and Billing Address information

Copy to Clipboard

OK

SAMPLE EMAIL ORDER - Continued

Text Viewer

PAYMENT METHOD:
 IMPAC 4111 1111 1111 1111
 Expires: 4/2005
 Name as it appears on card: STEVEN PASION

BILLING ADDRESS:
 258 MAKALAPA DR STE 100
 PEARL HARBOR, HI
 968603134
 USA

SPECIFIC INSTRUCTIONS:
 Complete within 10 working days after receipt of order. Update scheduled and completion dates/times in Order Status.
 Contact Mr. Inspector #1 5555, for access to quarters.

ORDER FOR ITEMS ON CONTRACT:
 SP5200FAC9210

----- BEGIN ITEMS FOR SP5200FAC9210 -----

LINE NUMBER: 0001
 QUANTITY: 1000
 UNITS: SF
 DESCRIPTION: Carpet or Rug Shampooing for Family
 PART NUMBER: A1010
 AUX PART NUMBER: A1010
 UNIT PRICE: \$0.10
 INTERNAL REFERENCE: SP52004188019E
 VENDOR REBATE CODE: NONE
 NSN:

LINE NUMBER: 0002
 QUANTITY: 20
 UNITS: EA
 DESCRIPTION: Cleaning Window Blinds
 PART NUMBER: A1007
 AUX PART NUMBER: A1007
 UNIT PRICE: \$3.00
 INTERNAL REFERENCE: SP52004188020E
 VENDOR REBATE CODE: NONE
 NSN:

LINE NUMBER: 0003
 QUANTITY: 200
 UNITS: EA
 DESCRIPTION: Interior Glass Cleaning for Family
 PART NUMBER: A1013
 AUX PART NUMBER: A1013
 UNIT PRICE: \$1.00
 INTERNAL REFERENCE: SP52004188021E
 VENDOR REBATE CODE: NONE
 NSN:

** NOTE: Key Data Elements

5. Instructions, including Period of Performance
6. Contract Number
7. Order Item Details, including Item Description, Unit Cost, Quantity and Contract Line Item Number

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[OK](#)



DOD EMAIL ORDER - Continued



Status Messages - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://email6.prod.dodonline.net/main/orders/order_detail/supplierOrderDetail.do Go Links

DOD EMAIL
www.email.dla.mil

1st Choice Support for the Warfighter
(Federal Buyers Welcome Too!)

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EMAIL Orders | MRA Status |

» Home » Orders » Last Order Search » Purchase Order MOMS00001342696 You are logged in as: 1QL61

Supplier Order ID Document Number Date Entered Status Qty Event Date Comments Reporter

Order Status Backordered

**** NOTE: When a client signifies acceptance of an order, via Material Receipt Acknowledgement (MRA), a new order status of "Received" will be listed. Once the full quantity has been satisfactorily completed, the Contractor can charge the Government Purchase card through their own financial institution.**

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Version 6.1.2

Done Internet



DOD EMAIL ISSUES

- **NAVFAC and Supported Commands continue to have GPC issues**
- **NAVSUPINST 4200.99, Page 1.2, Subparagraph (2)(g) authorizes use of DOD EMAIL:**

“(2) The purchase card may be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold for the following categories....

(g) Placing delivery and task orders (e.g. DOD EMAIL) against

competed Indefinite Delivery, Indefinite Quantity (IDIQ)

contracts for orders valued at \$100,000 and below.”

NAVFAC DOD EMAIL SALES FOR FY04-07



| NAVFAC DOD EMAIL Sales by Fiscal Year | Number of Orders | Total Sales |
|--|---------------------|------------------|
| FY04 | 1446 | \$ 686,679.30 |
| FY05 | 7320 | \$ 5,277,627.00 |
| FY06 | 9536 | \$ 10,771,889.96 |
| FY07 | 9650 | \$ 15,895,286.11 |

NAVFAC ATLANTIC POCs
Freda Reilly (757) 322-4070
freda.reilly@navy.mil

Kathy Busby (757) 322-4079
kathleen.busby@navy.mil



Questions?